

State of California, Military Department
State Active Duty (SAD)
Vacancy Announcement
1 Position Available TEMP

Position Details

Announcement Number: SAD VA 2023-170
Opening Date: 1 February 2024
Closing Date: 15 February 2024
Position Title: Civil Engineering (CE) Craftsman (SAD E-6)
Duty Location: 195th Wing, Vandenberg, AFB, CA
Selecting Official: CE Operations Superintendent, 195th Wing
Projected Employment Date: 1 March 2024

Vacancy Announcement Details

The California Military Department is accepting applications for the State Active-Duty position indicated above. An appointment to this position provides full benefit status for the appointee and their beneficiaries. **This position is not to exceed 30 June 2024.** Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. **The Service Member selected for this position will be paid at their federal or California State Guard pay grade, not to exceed E-6.** This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the instructions at the end of this announcement for documents required to submit a complete application. **Applications missing signatures and required documents will not be considered.** The Service Member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment, and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

Eligibility Requirements

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-5 through E-7** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. CSG members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies. **CSG members must submit a copy of their CSG orders with their application.**
- Minimum of three year's experience in general skilled maintenance and repair work, or as a building maintenance or construction trades journeyman.
- Possess a current 3, 5, or 7 level in a USAF Civil Engineering career field (3EX3X, 3EX5X, 3EX7X).
- Must have knowledge of: Common methods, practices, and materials used in maintenance and repair work of buildings and building facilities; various tools used in building maintenance and repair work and their proper employment and care.
- Demonstrate mechanical aptitude.

- Have the ability to complete all of the following: walk moderate distances, work in climatic conditions, climb ladders and work in a dusty environment, read maps, blueprints, and communicate effectively.
- Completion of military and civilian education (high school or equivalent) requirements commensurate with the grade of the applicant are required. **Attach documentation of your highest level of civilian education.**
- Military assignments appropriate to the grade of the applicant are required.
- Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
- Applicant must meet, and maintain, federally recognized medical fitness standards. **Attach a current copy, within the past twelve months of your military component's verification of these requirements. (See instructions at the end of this announcement for required component-specific documents).**
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
- Must possess a valid state driver's license. **Attach a current copy, within the past six months of your Department of Motor Vehicle's printout.**

Primary Duties and Responsibilities

Work is performed under remote general supervision of the State Civil Engineering Operations Superintendent and Base Civil Engineer. Work direction is given in the form of operating procedures, command policies, work orders and verbal instructions. Work is subject to spot check for accuracy and adherence to instructions.

- Present a commitment to high standards and the ability to inspire those qualities in others to the same high level.
- Maintain a comprehensive program for the operation, maintenance, repair, and improvement of buildings, structures, utilities, roadways, and grounds by ensuring operation and maintenance requirements are completed.
- Conduct inspection of buildings, grounds, utilities, installations, and equipment to provide operating services, such as electricity, heating, air conditioning, water, and sewage.
- Oversee the execution of contracts for construction or service work accomplished by contract, such as custodial, grounds keeping, roof inspection, and other construction related work. Perform inspection and surveillance of contracted construction or service-oriented work.
- Document field inspection reports, and be able to reference drawings, specifications, plans, blueprints, and maps to verify all work is accomplished.
- Ensure the Building Manager's Program is conducted in accordance with Air Force Instruction and Building Managers are versed in the program guidelines and directives.
- Be qualified in all duties and responsibilities of a Civil Engineering Journeyman, as defined by the California State Active-Duty position description.
- Requisition supplies in accordance with State and Federal funding authorizations.
- Input data entries and complete appropriate reports on all work accomplished and maintain the Integrated Engineering Management System (IEMS) database for all operating locations of the 195WG.
- Participate in staff meetings, workshops, and technical presentations locally, at other locations in California, and at higher headquarters (travel is required).
- Attend civilian and military training exercises as needed.

- Coordinate Civil Engineering activities with the Civil Engineering Operations Superintendent.

Instructions for Submitting Applications

To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#). To view California State Guard AHA Form, please click [California State Guard AHA Form \(.pdf\)](#).

Interested applicants must submit a completed and signed State Active-Duty Appointment Application and all required supporting documentation (listed below), to the Director of State Personnel Programs. **Applications missing signatures and required documents will not be considered.**

- **All Applicants:** Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, transcripts, record brief, RIP, etc.).
- **All Applicants:** Are **required** to submit a Resume.
- **All Applicants:** Include any documentation for current flagging actions. SM must include a memo signed by commander indicating circumstances and disposition mitigation.
- **All Applicants:** [DMV Printout](#) current within the past six months. California residents may obtain, at cost, a copy of their DMV printout. Unit DMV reports are not accepted.
- **CA Army National Guard (CAARNG) Applicants:** Attach most recent APFT/ACFT (DA Form 705) and MEDPROS IMR.
- **CAARNG Applicants:** Are required to submit a Record Brief (ERB), current within the past six months.
- **CA Air National Guard (CAANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past six months.
- **CA State Guard (CSG) Applicants:** Complete and submit the CA 3024-1 Member AHA Form. Once appointed, each CSG service member will be required to complete and submit, in its entirety, additional SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
- **CSG Applicants:** CSG Accession Orders and Current Assignment Orders – CSG Applicants only.
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed service members only.

Complete applications and all supporting documents may either be mailed to California Military Department , Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 10601 Bear Hollow Drive, Rancho Cordova, CA 95670, Or e-mailed as **One PDF file** to SP.SADApplication@cmd.ca.gov. Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Thursday, 15 February 2024**.

Statement of Qualifications

A Statement of Qualifications is REQUIRED and must be submitted with your Employment Application.

Applications received without an appropriate Statement of Qualifications based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Statement of Qualifications. Please limit your SOQ to a maximum of two (2) pages, single-spaced, no less than twelve-point Arial font.

Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:

- **Please go into detail on the tools and equipment you have used in the past as it relates to the roles and responsibilities of this position. What is your level of familiarity for each?**

- **Describe your background as it relates to the roles and responsibilities of this position and explain how your previous experience makes you qualified for this position.**